

ACMIS User Group Meeting Minutes

Date: Tuesday, March 23, 2004

Time: 9:00 AM-11:30 AM

Location: 1800 F Street, NW, Room G-225

Attendees:

Name	Organization	Telephone	E-mail
Lin Pinsky	EPA	202-564-4394	Pinsky.lin@epa.gov
Virna Evans	Commerce	202-482-4186	vevans@doc.gov
Linda Stivaletti-Petty	HHS	202-720-1906	Linda.stivaletti@hhs.gov
Nikkia Joseph	SRA	703-284-9461	nikkia_joseph@sra.com
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Joanne Shore	FAI	202-208-4724	joanne.shore@gsa.gov
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Anne Hudson	DOJ	202-616-3759	anne.d.Hudson@usdoj.gov
Gladys Gines	State Department	703-516-1691	ginesgg@state.gov
Dian Neary	GSA	202-501-4973	margaret.neary@gsa.gov
Teresa King	DOT	202-366-4960	teresa.king@ost.dot.gov
Phyllis McNatt	HUD	202-708-0294	Phyllis_m_mcnatt@hud.gov
LaToshia Madden	NARA	301-837-0307	Latoshia.madden@nara.gov

Action Items

- Joanne Shore will propose to Gloria Sochon to have an ACMIS breakout session at the June FACE conference.
- Gladys Gines will forward the State Department handbook to the group which references using the ACMIS application.
- Joanne Shore will check into whether ACMIS contains COTR Certification and Warrant information.
- Virna Evans will provide the group with a list of topic categories Commerce has identified for training.

Updates since February:

- The ACMIS demonstration for the Department of Interior went well. A presentation was provided to the Procurement Chiefs on May 10, 2004. The agency is currently without internet access, but this should be restored next month.
- Gayle Fischetti shared her approach for introducing ACMIS to her agency. Once implementation is agreed the following should occur: hold a 2-day session for administrators; provide orientation; review Policy and Agency objectives; provide training.
- It would be helpful to have a letter drafted to circulate for marketing of ACMIS. A paper was drafted listing the pros and cons for making ACMIS mandatory. We are still awaiting a response on this document.

Marketing

- The following approaches have been made in marketing the application: phone calls; emails; demonstrations.
- FAI is targeting to have seven to ten additional agencies.
- There has been some success in marketing via phone calls and emails however, we need to continue to make as many contacts as possible.
- The User Group should be advised of emails or correspondences that are being sent out regarding ACMIS.
- We have received some positive responses from a recent email sent to agency contacts.
- It was suggested that an announcement should come from OFPP. There is currently an obstacle with acquiring support from OFPP. OFPP will not support the application until more agencies implement the system. However, it is difficult to get support from agencies without a policy from OFPP.
- There will be a GSA session at the June FACE conference. It was suggested that ACMIS be brought up at that time. An ACMIS booth should also be present at the conference. A Breakout or Plenary session would also help in marketing the system. Joanne Shore will propose these options to Gloria Sochon.
- It was agreed that marketing should be coordinated with the ACMIS User Group and marketing should be directed to the proper contacts.
- A verbal endorsement from OFPP would be very helpful for marketing.

Agency Updates

- A meeting to discuss implementation plans is scheduled at HUD Thursday morning (3/25). HUD currently uses an excel spreadsheet to maintain and track their data.
- The Department of Transportation has a meeting scheduled for Thursday afternoon (3/25). They will go over the data elements contained in their system for mapping to ACMIS. A cost estimate for an automated conversion will be proposed following the meeting. The system that they currently use has been in place since 1998. The DOT Senior Procurement Officer will implement ACMIS if it is an agency-wide system.
- A meeting is scheduled at the National Gallery of Art on Monday, March 29, 2004 to discuss an implementation plan for their agency.
- Treasury had originally planned to have their data from a legacy system converted programmatically, but has opted to enter their own data.
- Linda Stivaletti-Petty mentioned that a memo was sent out with a Quick Reference Guide to Union representatives. She plans to proceed in a manner such as suggested by Gayle Fischetti, and will use an upcoming ACA meeting as the forum. She plans to conduct a demonstration, send out an email to recruit a Program Administrators, and then provide training.
- The State Department is currently on hold for implementation. They are waiting for the Social Security number enhancement to be implemented. They have already begun entering data into ACMIS. Gladys Gines plans to get her immediate office (consisting of about 17 people) to start entering data following the enhancement implementation. The State Department currently has an

Acquisition Career Management handbook which mentions the use of ACMIS. She will forward this handbook to the ACMIS User Group.

- GSA has had difficulties with user passwords. They would also like to see upgrades to the reports. GSA currently has specific report requirements which are not available in ACMIS.
- Anne Hudson of DOJ stated that DOJ should begin their implementation process after the Social Security enhancement is in place.
- It was agreed that a good approach would be to only enter mandatory data initially (i.e., current job, education level, mandatory training met), then go back and enter more data at a later time so that data entry will not be too overwhelming. Data can be cut and pasted into the application.
- Lin Pinskey of EPA had no updates.
- NARA is currently using ACMIS.

ACMIS Change Control Board Meeting

- The highest priority enhancement for Phase 1 is the Social Security enhancement: *Several agencies have requested that the SSN stored in the database be modified for system views. Agencies are concerned with the full number displaying and have requested that the first 5 digits be blanked out.* We are currently waiting for the Modification paperwork to arrive before developing this enhancement. The paperwork should be in today (3/23), and implementation should occur 5 weeks following receipt of the Modification.
- A Level of Effort (LOE) and pricing should be provided for Phase 2 enhancements before implementation.
- Enhancement Request #165 was discussed: *Recommend to maintain and support the training site, as a tool for Train-the-Trainer Sessions, (i.e., Departmental Administrators to train the Bureau Administrators, and the Bureau Administrators to train the Users). This training site will be available for a 1 year period. The site should be accessible from the ACMIS page and website.* There was concern of the training site use ending after one year. Joanne Shore will ensure that the training site remain after a 1 year period. Renewal should be done after 1 year.
- Dian Neary agreed to become the User Group Chair to eliminate Joanne Shore's dual role of User Group Chair and ACMIS COTR. Transition will take place over the next couple of months.

Enhancement Requests

- #181: *Take away Create a training course from employees, only Program Administrator should have this right.*
This request was proposed due to the growing list of training courses from user data entry. Suggestions were to segregate the courses in an effort to make searching the list easier. Sort options include by main course, by alphabetical listing, by provider, or by using a wildcard query system.
- #190: *Modify the Warrant information screen to include a warrant expiration date field.*
The following text should accompany the date field: "if applicable."

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- There was discussion of COTR certification. The group feels that there is more concern for COTR data than for 1102. This should be considered as a high priority item in the application. Joanne Shore will check to see if the application contains COTR Certification and Warrant data.
- #202: *When a person selects a Training Provider, the listing of courses does not come up in alphabetical order. Is it possible to have the courses appear in alphabetical order?*

The group agreed that we should implement all changes which make searching easier. Some group members have training lists which they will provide to the group.

General Forum/Wrap-Up

- There was more discussion on ways to market ACMIS. It was suggested that the following individuals be targeted for marketing: OFPP, FAC members, and Senior Procurement Executives.
- The date for the next ACMIS User Group meeting will be TBD.